**School of Architecture | Georgia Tech | Fall 20xx**

ARCH 1016: Foundation Studio I (4 credits)

Credit Hours: 4 credits (8 contact hours)

Days and hours of class: MF 1:10 – 4:10pm / W 1:10 – 3:10 (SoA events following)

Instructor: Name

Office location/Email address

Office Hours

**Course Description** (from the Catalog) Go to <http://www.catalog.gatech.edu/colleges/coa/architecture/#coursestext> to find the course description for the class.

Introduction to creative problem-solving and the design realization cycle through project-based design exercises that emphasize the role of representation.

The purpose of this course is to develop students’ visual thinking ability and to introduce systems of architectural representation in various media. Students will develop the ability to represent three-dimensional artifacts and buildings in two and three dimensions. Representation systems to be investigated will include analog modes (hand drawing and physical modeling) as well as an introduction to digital modes. Some diagramming will also be introduced.

**Instructional Methods**

*I hear, I forget. I see, I remember. I do, I understand. (Confucius)*

This course is primarily a studio course. It is a venue where learning takes place by doing. So keep this in mind: the more you do, the better you will understand. In this class the instructors will actively be teaching, but you’re the one who has to do the learning, and in a studio focused on skills you will need to practice a lot. Although technique is not everything, you will only be able to go as far as your skills will take you.

You will be given exercises to do during class time and you will also have assignments to do in the studio outside of class time. You will be required to work in studio. Instruction will also include lectures, workshops, demonstrations, desk crits, group crits, “on the wall” reviews, and juries. Most assignments will be of short duration and be process-oriented. Others will be longer and will lead to more highly refined products. You will be required to take care and pride in everything you do, whether short or long in duration.

# Learning Objectives

By the end of the semester students are to demonstrate:

* the ability to think visually;
* the ability to draw like an architect with an above average level of skill;
* the ability to produce correct orthographic projections (plans, sections, and elevations) and basic perspectives   
  (i.e., students are to demonstrate a firm grasp of architectural drawing conventions);
* the ability to make physical models using materials that can be easily cut and assembled with simple tools;
* the ability to use graphic software (Adobe Creative Cloud) at a basic level but nevertheless made with great care, pride, joy and beauty, and to have the same level of concern for the quality for the output product;
* the ability to engage learning and academic discourse based on self-motivation and in a manner of a college student (i.e., to be inquisitive, not passive, to see connections between things) and to be able to build knowledge cumulatively (i.e., to be able to retain skills and knowledge as one proceeds from one project to another).

Students are to adopt a manner of doing all things with the sensibility of an architect/designer. This goes from the ethic of respect and care for your work and that of other students down to the care for the built environment you inhabit, particularly the Architecture West studio space and any review space that we use. All students are responsible for straightening out chairs and throwing out trash after a jury space has been used. Leave the world better than you found it. That’s what architecture is all about.

# Course Requirements

Specific assignments will be given and graded throughout the semester, as a team and individually. These assignments will be part of the deliverables for the reviews. In addition, a broader list of deliverables will be distributed during the semester for each review. The design process and execution involves multiple layers and steps, some of which are happening simultaneously. As such, the assignments describe a process framework within which individual components are organized. Students should read each Assignment carefully and determine how to best address the multiple aspects of each one.

# Assignments and Assessments

Note: Phases and percentages determined at discretion of studio instructor. All work, unless otherwise noted, is prepared individually.

48-Hour Project 5%

Phase 1 10%

Phase 2 10%

Phase 3 10%

Phase 4 10%

Final Project 30%

Attendance 5%

Lecture Notes 10%

Portfolio 10%

Attentiveness during class time:

* Cell phones and other electronic devices, including music players must be turned off during class. If you are using your devices contrary to class policy, they will be taken from you for the duration of the class. Computers are to be used for class-related work only! During class you must turn your attention fully to listening to your instructor or working on your assignments. You may not use headphones during class time (unless specified by your studio critic);
* Audible music is not allowed at any time. Outside of class time you may listen to music only if you use headphones;
* At all times you must maintain an environment conducive to work and study in the studio. Noise level must be kept low. Physical games, ball playing, and “horsing around” is not allowed.

Remember, the studio space is a workplace and professional behavior is expected at all times. No one should be made to feel uncomfortable or unsafe in their work space.

You are required to work in studio outside of class time. Your BuzzCard will allow you access into the building after 7pm during the week as well as on weekends.

Reading Notes –

* All issued readings must be done in a timely fashion and graphic and text notes shall be neatly recorded in your sketchbook.

School Lectures –

* Students must attend the Wednesday afternoon lecture series. Graphic and text notes shall be neatly recorded in your sketchbook. Following each lecture, students will be required to submit a one-page reflection on the lecture. In the case of conflicts, students must complete an additional assignment. Please speak with your critic regarding any conflicts

Sketchbook –

* You must have your sketchbook with you at all times. The sketchbook might be collected unannounced, so you must keep up with the work. The sketchbook is to be neat. As it is an official class sketchbook that will be reviewed and evaluated by your instructors, all contents should be professional and appropriate.

Proper attitude regarding your own education:

* You are responsible for your own education!
* Be inquisitive. Strive for excellence. Take initiative. Be interested.
* Your critic shall do his or her part to give you instruction and guidance, but it is your responsibility to work on your skills, learn the material, and show that you can apply it.
* Knowledge will not come to you. You have to actively pursue it.
* The instructors do not give you a grade. You earn your grade based on the quality of your work.
* Effort is indispensable; however, unfruitful effort will not lead to high assessment.
* Process, development, quality of work, evidence of knowledge, and skills gained is the basis of assessment.
* Look at and learn from the student work posted on the walls and attend other undergraduate and graduate juries. You are encouraged to talk to upper-class students and ask them about what they are working on.
* Evidence of inquisitiveness and curiosity is seen through the kind of questions students ask and the ability of the students to discuss ideas. Substantive questions are more than logistical in nature.

**Archiving**

In some courses, selected students may be required to submit physical examples of their work or digital examples no later than one week after the end of term, to their instructors or administration for archiving. By enrolling, each student grants a license to reproduce and display his or her work. This is a chance for students to have their work shown online and potentially featured in forthcoming publications.

# Class Schedule

See attached annotated class schedule. Please note: this schedule is subject to periodic revisions over the course of the term. Updated schedules will always be posted on the shared course folder.

# COURSE POLICIES

**Attendance**

Attendance at all class meetings is mandatory and crucial to successful completion of this course. If you do not present your work or participate in class your course grade will be affected. Attendance will be taken at the beginning of each class period and punctual arrival is required. Late arrivals or departures from class will be counted as absences; **more than two unexcused absences or three total absences will be grounds for reduction of your course grade by a full letter grade**. Absences will be excused only for medical or family emergencies documented in writing. Student must contact instructor as soon as possible to inform them of the emergency situation. Failure to do so will potentially result in an unexcused absence. There will be no incompletes awarded without appropriate reason nor without a prior meeting, in person, of the student and the instructor. Grade queries or disputes should be taken up first with one’s section instructor. If they cannot be resolved at that level, they may then be brought to the coordinator’s attention.

Don’t jeopardize your overall performance and course grade by skipping class. You are not allowed to work on assignments for other courses during class meeting times for this course.

Your grade for this course will be determined based upon the quality of the work you produce, your improvement over the course of the semester, completion of required course assignments, quality of class participation, and attendance, attitude and ethical conduct.

Link to GT Attendance Policy: <http://catalog.gatech.edu/rules/4/>

**Grading**

Your grade for this course will be determined based upon the quality of the work you produce, your improvement over the course of the semester, completion of required course assignments, quality of class participation, and attendance, attitude and ethical conduct. Other factors impacting your grade include attendance, participation, timely completion of work, the depth of engagement in studio issues, and on demonstrating progress throughout the semester. Craftsmanship and competent and consistent execution of models and drawings is also important and it is factored into your grades. Remember, grades are earned by you – not given by your instructor.

* A grade of “F” indicates a failure to meet the studio requirements, including attendance, minimum requirements concerning presentation and fulfillment of studio requirements. In case of an “F”, the studio will need to be repeated.
* A grade of “D” means that you have significant attendance problems, your studio performance is poor, including failure to meet deadlines, the basic requirements of the studio, and/or your project is not plausible.
* A grade of “C” means that you have met the minimum requirements of the studio, but your project is plausible, even if substantially undeveloped.
* A grade of “B” means that you have met the basic requirements of the studio and that your project is developed to the point where evaluation can be made according to the studio’s themes and criteria.
* A grade of “A” means that your project clearly represents both a clear understanding of studio themes and criteria, and a self-motivated exploration beyond the basic course requirements. Projects that receive grades of “A” are exemplary projects in terms of concept, production, and craft.

Evaluation of a student’s performance in each course is the responsibility of the instructor for that course. If the grade is disputed, a student may appeal to the instructor for a review. If, after the review, the student still believes that a grade has been assigned unfairly, the student may submit a written request for a grade appeal to the School Chair. The petition must clearly state the reasons for the appeal. A committee of faculty and students will convene to review the work and make a decision as to whether the grade will stand or be changed. Petitions must be settled and a final grade submitted to the registrar no later than three weeks after the end of the term in which the course was completed. The School Chair will inform the student of the committee’s decision regarding the grade appeal, and their decision is final.

A student may receive a grade of incomplete (I) by requesting permission from the instructor prior to the date of the final examination or presentation. Permission will be granted only under extraordinary circumstances and usually for medical reasons.

# Academic Integrity and Conduct

Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor. Students are expected to act according to the highest ethical standards. All Georgia Tech students should familiarize themselves with and abide by the Georgia Tech Honor Code: <http://www.catalog.gatech.edu/rules/18/>. Any student suspected of cheating on a quiz or exam or caught plagiarizing will be reported to the Office of Student Integrity.

For expectations of student and instructor conduct more generally, consult section 19 of the catalog listed above, entitled “Code of Conduct,” http://www.catalog.gatech.edu/rules/19/, and section 22, entitled “Student-Faculty Expectations,” at http://www.catalog.gatech.edu/rules/22/.

All persons in the classroom are expected to behave with courtesy towards others and in a way that does not interfere with the regular conduct of the class. Cell phones are to be turned off when students enter the classroom and should remain off for the duration of class; laptop computers are to be used only for taking notes; and students should not engage in private conversations while the instructor or other students are speaking. Anyone who does not adhere to these basic courtesies will be asked to leave.

# Accommodations for Students with Disabilities

Any student with a disability, that may require accommodation, should contact Office of Disability Services at 404-894-2563 or visit <http://disabilityservices.gatech.edu> to make an appointment to discuss his or her special needs and obtain an accommodations letter. He or she should also schedule an appointment to speak with the course instructor.

**Emergencies**

In case of emergency (e.g., fire, accident, or criminal act), please call the Georgia Tech Police at 404-894-2500. Please note that Perry Minyard, IT Support Administrator for the College of Architecture, is also a firefighter and an Emergency Medical Technician (EMT) certified in performing CPR.

**Ownership**

Physical copies of student work submitted to the school to satisfy course requirements—including, but not limited to digital files, papers, drawings, and models—become the property of the school. It is assumed as no obligation to safeguard such materials and may, at its discretion, retain them, return them to the student, or discard them.

# College of Design Facility Rules and Guidelines

Please consult the Georgia Tech Student Handbook regarding the use of facilities and all Institute policies. Aerosol sprays of any kind are strictly banned from the studio and surrounding areas. A new spray painting booth is now in operation in the COA shop, on the ground floor of the East Architecture Building.

Shop Use: All students using shop facilities must first have completed an orientation. Safety first, always! Noise should be kept to a minimum. Music may be listened to only through headphones, including evenings and weekends.

Studio Housekeeping: Students should feel free to organize their space creatively and expressively, but with respect to others around them. Try to prevent clutter from becoming a nuisance, distraction, or a hazard. The cleaning staff makes every effort to determine what is and is not trash, but their job can be made easier if you keep drawings filed and models off of the floor.